

**CONFIDENTIAL**

INSPECTOR GENERAL

76-2561

**DD/A Registry**File Recounting 3-3

14 JUL 1976

DD/A Registry
76-3536

MEMORANDUM FOR: Deputy Director for Administration

VIA : Inspector General

25X1A FROM : [REDACTED]  
Chief, Audit Staff, O/IG

SUBJECT : Annual Plan for Audits Within the  
Directorate for Administration

REFERENCE : Your Memorandum of 30 June 1976,  
same subject

1. Attached is a schedule indicating the approximate dates on which audits of the components of your directorate will begin.

2. I am deferring a response to the questions raised in paragraph 3 of referent memorandum until Mr. Waller and myself issue a procedure and position paper covering the respective roles of the Audit Staff and Inspection Staff. At that time I will coordinate with you on any plans to perform management audits of appropriated fund activities within the Office of Personnel.

3. I would appreciate your early concurrence on the remainder of our audit plan.

25X1A

Attachment

Distribution:

✓Orig. - DDA  
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EX-1...IMPORT CL BY 210572

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## ANNUAL AUDIT PLAN

## Directorate for Administration

## Transitional Quarter and Fiscal Year 1977

<u>Office and Component</u>	<u>Approximate Date of Audit</u>	<u>Estimated Beginning Date</u>
Office of Communications	9/76 8/76 & 8/77 10/76 2/77 1/77	10/18/76 9/20/76 9/20/76 4/18/77 2/14/77
25X1A [REDACTED]	6/76 & 6/77 6/76 & 6/77 6/76 & 6/77 8/76 & 8/77	3/14/77 7/19/76 7/19/76 7/19/76 9/20/76
Office of Finance	9/76	10/18/76
CIA Retirement System	12/76	1/17/77
Central Travel Branch		
Commercial Systems & Accts. Division		5/16/77
Compensation & Tax Division	12/76	2/14/77
Covert Tax Board	11/76	3/14/77
Monetary Division	2/77	5/15/77
25X1A [REDACTED]	9/76; 3/77 9/76; 3/77	10/18/76; 4/18/77 10/18/76; 4/18/77
Office of Joint Computer Support	12/76	4/18/77
General Accounting System	In Process	6/10/77
Inventory Control System	In Process	
Manpower Control System	In Process	
Payroll System	1/77	2/14/77
Office of Logistics		
Office of the Director	10/76	11/15/76
Logistics Services Division	2/77	3/14/77
Executive Dining Room	9/76	10/18/76
Printing and Photography Division		
Procurement Division	10/76	11/15/76
25X1A [REDACTED] Procurement Office	10/76	11/15/76
Real Estate & Construction Division		
Supply Division	10/76 10/76	11/15/76 11/15/76
25X1A [REDACTED]		

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<u>Office and Component</u>	<u>Approximate Date of Audit</u>	<u>Estimated Beginning Date</u>
Office of Medical Services	6/77	6/13/77
Office of Personnel	3/77	4/18/77
Credit Union (Annual)*	6/76 & 6/77	7/19/76
Credit Union (Biennial Confirmation)		
Credit Union Minicomputer System	In Process	In Process
Consolidated Charities	2/77	3/14/77
Educational Aid Fund	12/76	3/14/77
Employee Activity Association	12/76	1/17/77
Government Employees Health Assoc.	12/76	1/17/77
Public Service Aid Society	12/76	2/14/77
25X1A [REDACTED]	12/76	2/14/77
Office of Security*	7/76 & 7/77 At Termination	7/18/77 At Termination
25X1A [REDACTED]	7/76	8/16/76
	8/76	9/20/76
	7/76	8/16/76
Office of Training		
25X1A [REDACTED]	5/77 5/77	6/14/76
Component Conducted Training (Agency-wide)	10/76	11/15/76
Office of DDA Administrative Allowance Committee	12/76	2/14/77
25X1A [REDACTED]		

\*Annual audits planned for the transitional quarter and the fourth quarter of FY 1977.

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